



THE OPEN UNIVERSITY OF SRI LANKA
Department of Mechanical Engineering
**POST OF ACADEMIC COORDINATOR
MEM PROGRAMME (On Contract)**

Applications will be entertained from suitably qualified persons for the above post.

Qualifications:

- A bachelor's degree awarded by a recognized University.
- Computer Literacy is essential.
- Capacity for teamwork
- Communication skills in English (Oral and Written).

Job description:

- Checking financial Statements.
- Processing and maintaining database and records (electronic and paper forms).
- Analyzing and writing reports.
- Effective interaction (written and verbal) with the coordinators and external institutions, etc.

Duration of the appointment - Appointments will be made initially for six months and extendable up to two years based on performance.

Remuneration – Fixed monthly allowance of Rs.45,000/= , EPF + ETF

How to apply:

- Suitably qualified candidates are invited to apply with a CV through email: mem@ou.ac.lk
- Kindly indicate the names of two referees, with their contact details in the CV.
- Application deadline: **12th February 2024**

The decision of the Open University of Sri Lanka shall be final and conclusive. Applications received after the closing date will not be considered. Incomplete applications will be rejected. The Open university has the right to shortlist the candidates and qualified shortlisted candidates will be called for an interview.

Inquiries:

- Tele - 0112-881025, 0112-881440